



Bharati Vidyapeeth's Institute of Management Studies and Research, Navi Mumbai

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Placement Policy for Students (Batch: 2018-20) (For Summer Internship and Final Placement)

Background:

The Placement is not an “End of Course” activity and the institutional effort begin from the entry level of the students by way of making them aware of what the industry would expect from them after they join their professional careers as trained managers, and should continue through their academic tenure till creating placement opportunities for them from corporate of high repute. Placement Cell will actively support and coordinate with the academic faculty in providing the students guidance and support in their self-grooming and direct its efforts to bring best possible opportunities of Campus Placements for the students.

Mission:

- Consistently facilitate innovative training and placements for the students to become socially responsible corporate citizens.
- Equip students in entrepreneurial and professional skills to perform effectively in corporate environment.

Objectives;

- provide training (soft skills, self-development, and job-oriented preparation) to students,
- facilitate industry-institute interactions, tailor-made short term training/workshop,
- assist and coordinate campus and off-campus placements,
- Have a memorandum of understanding with companies.

Scope:

This policy relates to Post Graduate Management Programmes i.e. MMS and PGDBM offered by the Institute for Summer Internships and Final Placements.

The placement policy will be applicable to all students registered for the batch 2018-20 campus placements of Bharati Vidyapeeth's Institute of Management Studies and Research, Navi Mumbai, and is to be followed during the entire duration of the placement season.

The role of the Placement Cell is of a facilitator and counselor for placement related activities.

Summer Internship:

Objective: Provide practical exposure in the specialized functions to enable students to relate theory with practical applications and vice versa.

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In line with the Course Curriculum, **first year** students of MMS and PGDBM are required to work in industry for eight weeks. They are also required to work on identified projects as a part of Summer Internship assignments and submit the final report in the Institute.

Placement Cell offer assistance to students by coordinating with industries and sharing requirement to students. Shortlisted students are required to attend interview. The selected students are informed in advance the joining details.

Final Placement:

For the students seeking jobs, through Campus Recruitment, the placement process starts with collection of resumes in the month of June and July. The Placement Cell provides assistance only to students who goes through this process.

Pre-Placement Activities:

Placement Cell enables the students of Institute to bridge the gap between the Academia and Corporate world. Feedback from industry is collected and it is used to design inputs in the form of Soft Skills and Employability Skills Training, Group Discussion and Mock Interview Practice Sessions.

Campus Recruitment Process:

The Placement Cell invites prospective industries in the months of July to October of every Academic Calendar, along with all relevant information to participate in the campus recruitment at the Institute. The industries, in turn, can also contact the Institute's Placement Cell for their requirement. Requirements of a company are received by Placement Cell for campus recruitment. The same is formulized by initiating a meeting of the Placement Committee. The Placement Cell shortlists the students as per eligibility criteria. The list of students' profile will be forwarded to the corporate. The venue for campus recruitment depends on Company's plan to arrange either at our Institute or in a pool campus with nearby Institutes or at the premises of Company.

Off-Campus Recruitment:

The Placement Cell will shortlist the students from the database matching the company requirements and sends the CVs to Company for further action.

Placement Process:

1. Companies have an option to give a Pre-Placement Talk (PPT) laying out the details of the company and the offer before the process. In case there is no PPT by the company, then the students have to appear directly for Interview process.

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2. **Once the student appears for the process and gets selected the student cannot reject the offer made by the company.**
3. In case if a company has a specific requirement / request, the Placement Committee has all the rights to nominate a set / individual student(s) and it is mandatory that student/s has to attend the interview.
4. **Each student shall be eligible for only one offer.**
5. A company is free to make their choice of students irrespective of their specialization.
6. If the Pre-Placement Offer is accepted, the student will have to opt out of the institute placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
7. **Any student who does not appear for the Group Discussion and Personal Interview stage for three companies, shall not be allowed to appear for the placement till the whole batch is placed.**
8. No further attempts will be permitted to the students who have secured offers from any company, irrespective of job profile, salary offered, etc. Thus, students can have only one job offer. All the students who secure an offer will have to compulsorily join the Company.
9. In case a student who is placed through the institute placement process takes up private placement as well in another company, the Director-BVIMSR, in consultation with the companies concerned, shall nullify both the offers.
10. All correspondence to and from the company will be routed through the Placement Cell only.
11. Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same when asked by the visiting team or their representatives.
12. **Not eligible for the placement activity.** Students will be considered not eligible for placement activities if any of the below mentioned is true:
 - If students have not cleared the tuition fee dues,
 - Students who have less than 80% attendance,
 - Does not attend interview process despite nomination have been given.
 - Withdraws from the process mid-way.
 - Students who fail to achieve 100% attendance target in pre-placement training, such as CTC, Employability Skills Program, Soft Skills training, Sessions by Industry professionals, etc.
 - Student registers to attend a company's interview and on the day of interview doesn't turn up,

- Student having backlog (ATKT) in semesters,
- **Any student who commits to attend the interview of any company and does not turn up will be debarred from the placement process.**
- Student attends three interviews of his choice and still fails to get the offer,
- Students who applies even if he / she do not fit into the eligibility criteria mentioned in the mail
- If there is a misbehavior / indiscipline on the part of the student during the interview process,
- Speaks negatively about the Institute and faculty,
- Asks any irrelevant question or behaves in an unacceptable way during the pre-placement talk,
- Call directly to the company representative / executive at any time other than pre-placement talk
- Misbehaves with Placement team,
- Deliberately jeopardizes any other student's chances of getting selected.

13. Not eligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria as approved by the Placement Committee.

14. Institute can stop a student from attending the interviews if they have dues of more than one semester. Institute has every right to allow a student to attend the interview if there is a genuine case with substantial evidence.

15. If Students have any concerns regarding their work/role in their SIP organization, they should immediately bring it to the notice of placement cell.

16. Students are required to follow a formal dress code defined by the Institute at the time of placement selection process. In case any student fails to follow the code s/he may not be allowed to appear for the process.

17. Even after placement, students are required to maintain proper discipline and conduct as per the rules of the Institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting student from participating in the Convocation / write to the company to withdraw the appointment offer / or award any other punishment as the Institute may think appropriate.

18. Each student has the option of arranging his / her own placement, i.e., opting out of the placement support of the Institute. All such requests must be submitted in writing to the Placement Cell before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, s/he may be allowed to do so provided s/he is not amongst students whose interview/selection process is under progress.

19. Institute's faculty / mentor can share the job requirement through their network with industry. However, they have to route the requirement through Placement Cell only.

20. The BVIMSR reserves the right to change / modify any or all of the above stated Placement rules and procedures whenever found necessary. All changes / modifications will be communicated to students.

Sd/-

Dr.Anjali Kalse

I/c Director - BVIMSR

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